### INDIANA COMMISSION ON PROPRIETARY EDUCATION

Board of Commissioners Meeting Memorandum

**Date:** March 12, 2008

**From:** Ross Miller, Director of Accreditation

**Subject:** DriveTek Transmission Training Academy, 5-Year On-site Evaluation

#### Staff recommendation

In accordance with Title 570 IAC (D) [Phase Four-Fully Accredited Status], it is the recommendation of the Commission staff that DriveTek Transmission Training Academy be granted Fully Accredited status.

## **Background**

DriveTek Transmission Training Academy was initially begun by Becky Ramer in 1997. DriveTek Transmission Training Academy of Jeffersonville is the only automatic transmission training facility with an approved curriculum by Department of Labor, Bureau of Apprenticeship and Training.

## **School Description**

DriveTek Transmission Training Academy offers two certificate programs. "Transmission Technician" is a 1040 clock hour program offered over 6 months at a cost of \$12,000. "Transmission Rebuilder" is a 520 clock hour program offered over 3 months at a cost of \$8,000.

#### **Evaluation Team**

The evaluation team consisted of two evaluators. One scheduled team member did not attend the evaluation and was unable to reschedule. Each evaluator was serving for the first time.

Mr. Jeff Meyers has worked in the automotive industry for over 3 decades. Mr. Meyers has been employed doing transmissions for the past 5 years. Mr. Larry Taylor has been an automotive mechanic for the past 9 years at Bales Auto Mall.

## **Evaluation Results**

Mr. Jeff Meyers recommended DriveTek Transmission Training Academy retain Fully Accredited status. Mr. Meyers marked 19 categories outstanding, 2 categories superior, and 3 categories satisfactory.

Mr. Larry Taylor recommended DriveTek Transmission Training Academy retain Fully Accredited status. Mr. Taylor marked 7 categories outstanding, 15 categories superior, and 2 categories satisfactory.

### Conclusion

DriveTek Transmission Training Academy has been in operation for over 10 years. In that time the Commission has not received any complaints from students. Students interviewed during the evaluation were more than satisfied with the training.

Staff concurs with evaluators in recommending that DriveTek Transmission Training Academy retain Fully Accredited status.

# **Supporting Documentation**

- Mr. Jeff Meyers, evaluation checklist
   Mr. Larry Taylor, evaluation checklist

# INDIANA COMMISSION ON PROPRIETARY EDUCATION

302 W. Washington Street, Room E201 Indianapolis, IN 46204

Date of Evaluation:	JANUARY 28, 2008				
Institution Evaluated:	DRIVETEK TRANSMISSION TRAINING ACADEMY				
Name of Team Member:	JEFF MEYERS				
CHECK LIST FOR TEAM EV	ALUATORS				
In each category you are to ra	ate the institution on a scale	e of one (1) to four (4) as follo	ws:		
<ol> <li>Outstand</li> <li>Superior</li> </ol>	ling	<ul><li>3. Satisfactory</li><li>4. Unsatisfactory</li></ul>			
There is space for comments your evaluation.	. The asterisk (*) denotes	requested comments in orde	er to better explain		
CATEGORY I EDUCATION	NAL OBJECTIVES				
A. The educational philosoph	nies/objectives are consiste	nt with the institution's role as	a training facility.		
+++					
1. Outstandin	g 2. Superior	3. Satisfactory	4. Unsatisfactory*		
Comments:					
B. The resident training is reaseeks.  +++  1. Outstandin  Comments:		actually train the student for	the job he/she  4. Unsatisfactory*		
Comments.					
C. The advertising, brochures that it is a training ins		entations made are truthful, and if it proresting areas of instruction it proves the content of the c			
1. Outstandin	g 2. Superior	3. Satisfactory	4. Unsatisfactory*		
Comments:					
CATEGORY II FACULTY					
A. The institution has an ade and/or experience to	•	nstructors or teachers trained	by education		
+++	a Cunoria:	2 Catiofactom	4. Upoptistastas *		
<ol> <li>Outstandin</li> </ol>	g 2. Superior	<ol><li>Satisfactory</li></ol>	<ol><li>Unsatisfactory*</li></ol>		

On-Site Evaluation Form evalform.doc

Comments:

B.	The educational administrators are qualified professionally to administer their position through education and/or experience.				
	+++			-	
	1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*	
	Comments:				
C.	The faculty appear to be satisfied	with the overall institut	on.		
	+++ 1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*	
	-	z. Superior	3. Satisfactory	4. Offsatisfactory	
	Comments:				
<u>C</u>	ATEGORY III STUDENT POLICY	, •			
Α.	Student counseling is adequate to	show concern for the	individual student's perso	onal attainments.	
	1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*	
	•	<u> </u>	or canonactory	Chicameraciery	
	Comments:				
B.	The student/administration relation  +++  1. Outstanding	2. Superior	and stable rapport within 3. Satisfactory	n the institution.  4. Unsatisfactory*	
	Comments:				
C.	The student educational needs are	e met by the institution			
	+++		0.0.0.0	4.11 (1.6.4.*	
	1. Outstanding	2. Superior	<ol><li>Satisfactory</li></ol>	4. Unsatisfactory*	
	Comments:				
	ATEGORY IV ADMISSION PRACT				
			d and the school is reas	onably selective.	
	ATEGORY IV ADMISSION PRACT		d and the school is reasonable.  3. Satisfactory	onably selective.  4. Unsatisfactory*	

B.	Students who have special learning handicaps are aware of the demands needed to meet the admission requirements.				
	+++				
	1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*	
	Comments:				
<u>C</u>	ATEGORY V STUDENT RECRUIT	<u>MENT</u>			
A.	The institution appears to recruit from recruiting low income families.		of family income. No con	centration on	
			+++		
	1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*	
	Comments:				
В.	The institution appears to recruit st	udents who have a po	tential or desire the educ	cation provided.	
	1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*	
	Comments:				
C.	The students appear to have an hour students appear to have a hour students and hour students appear to have a hour students and hour students appear to have a hour students and hour students appear to have a hour students and hour students appear to have a hour students and hour students a hour students a hour students and hour students a hour students a hour students a hour stu	onest impression of the	a institution before they e  3. Satisfactory	nroll.  4. Unsatisfactory*	
	Comments:				
	ATEGORY VI PHYSICAL FACILITI  The institution has satisfactory train		ilities with sufficient tools	e eupplice or	
A.	equipment to instruct in the stu			s, supplies, of	
	1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*	
	_	z. Gupenoi	5. Oatisiactory	4. Orisalistaciony	
	Comments:				
В.	The classrooms or work stations are enrolled.	re the necessary size t	o accommodate the nun	nber of students	
		+++			
	1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*	
	Comments:				

C.	C. The premises and conditions under which the students work are sanitary and safe according to modern standards.				
		+++			
	1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*	
	Comments: .				
	The inetwestion metaviole are come		ad wall arraginad		
Α.	The instruction materials are comp	renensive, accurate a	na well organizea.		
	1. Outstanding	2. Superior	<ol><li>Satisfactory</li></ol>	<ol> <li>Unsatisfactory*</li> </ol>	
	Comments:				
В.	The instructional material is geared of the students enrolled.	d at a level of understa	anding which adheres to	the educational level	
	+++ 1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*	
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	Comments:				
	THE resident training is reasonably ultimately hopes to gain.	well developed to act	ually train the student for	r the job he seeks or	
	+++ 1. Outstanding	2. Superior	2 Catiofoston	4. Unsatisfactory*	
	_	z. Superior	3. Satisfactory	4. Offsatisfactory	
	Comments:				
В.	Student records adequately reflect	the student's progres	s during his period of en	rollment.	
	1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*	
	Comments: .	•	·	·	
	Comments				
C.	The student records adequately re institution.	flect the student's plac	cement after his/her train	ing with the	
	<del></del>		+++	<del> </del>	
	1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*	
	Comments:				

D. Characte	erize your impression of the	institution.		
c	1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
-	ority of the students appear tution.	to be satisfied with t	he education they have re	eceived from the
	1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
C	oniments.			
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institution ar deficiencies	ee If, after a review of the nd the formal team evaluation that in the opinion of the Co the right to do business, the status.	on, the petitioning insommission can be co	stitution is found to have or prrected and would not be	ertain
submitted by is found to saccreditation	ation with Recommendation of the petitioning institution a still possess certain deficiency or candidate status, but support the institution may be as	and the formal team of cies that are not so s uch recommendation	evaluation the petitioning serious as to cause either is are needed to increase	institution denial of
evaluation th	credited – If, after a review ne institution has corrected did with Recommendations s	all deficiencies noted	d during its Applicant, Car	ndidate, ++++

If status Is 1, 2, or 3, list your specific reasons or recommendations below. Please add any explanatory notes to your recommendation. Use additional page(s) if necessary.

## Team Member's background, as related to evaluation participation, is as follows:

Please describe appropriate background experience and credentials.

33 YEARS AUTO SERVICE EXAM CERTIFIED
HAVE WORKED AT CAMZ FOR 5 YEARS AS A TRANSMISSION MECHANIC
WORKED AT:
MAINSTREAM TRANSPORTATION FOR 10 YEARS
KEN AND TOMMY'S FIRESTONE FOR 5 YEARS
GOODYEAR FOR 5 YEARS
RAY'S FORD 2 YEARS

# INDIANA COMMISSION ON PROPRIETARY EDUCATION

302 W. Washington Street, Room E201 Indianapolis, IN 46204

Date of Evaluation:	JANUARY 28, 2008					
Institution Evaluated:	DRIVETEK TRANSMISS	DRIVETEK TRANSMISSION TRAINING ACADEMY				
Name of Team Member:	LARRY TAYLOR					
CHECK LIST FOR TEAM EV	ALUATORS					
In each category you are to ra	ate the institution on a scale	e of one (1) to four (4) as follo	ows:			
<ol> <li>Outstand</li> <li>Superior</li> </ol>	•	<ul><li>3. Satisfactory</li><li>4. Unsatisfactory</li></ul>				
There is space for comments your evaluation.	. The asterisk (*) denotes	requested comments in ord	er to better explain			
CATEGORY I EDUCATION	NAL OBJECTIVES					
A. The educational philosoph	nies/objectives are consiste	nt with the institution's role a	s a training facility.			
	+++					
1. Outstandin	g 2. Superior	3. Satisfactory	4. Unsatisfactory*			
Comments:						
B. The resident training is reaseeks.	+++					
1. Outstandin	g 2. Superior	3. Satisfactory	4. Unsatisfactory*			
Comments:						
	titution involved in the spec	entations made are truthful, a cific areas of instruction it pro	motes.			
1. Outstandin	2. Superior	3. Satisfactory	4. Unsatisfactory*			
Comments:						
CATEGORY II FACULTY						
A. The institution has an ade and/or experience to		nstructors or teachers trained	d by education			
	+++					
1. Outstandin	g 2. Superior	3. Satisfactory	4. Unsatisfactory*			

On-Site Evaluation Form evalform.doc

Comments:

B.	<ol> <li>The educational administrators are qualified professionally to administer their position through education and/or experience.</li> </ol>				
		+++			
	1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*	
	Comments:				
C.	The faculty appear to be satisfied	with the overall institut	on.		
	1. Outstanding	+++ 2. Superior	3. Satisfactory	4. Unsatisfactory*	
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	Comments:				
<u>CA</u>	TEGORY III STUDENT POLICY	<u>(</u>			
Α.	Student counseling is adequate to	show concern for the	ndividual student's pers	onal attainments.	
		+++			
	1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*	
	Comments:				
B.	The student/administration relation	nship reflects a healthy  +++  2. Superior	and stable rapport withi  3. Satisfactory	n the institution.  4. Unsatisfactory*	
	_				
	Comments:				
C.	The student educational needs ar	e met by the institution			
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	1. Outstanding	2. Superior	<ol><li>Satisfactory</li></ol>	4. Unsatisfactory*	
	Comments:				
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A.	The admission policy of the institu		u and the school is reas	onadly selective.	
	1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*	
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	Commons.				

B.	<ol> <li>Students who have special learning handicaps are aware of the demands needed to meet the admission requirements.</li> </ol>				
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	1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*	
	Comments:				
<u>CA</u>	ATEGORY V STUDENT RECRUIT	<u>MENT</u>			
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			+++		
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	Comments:				
В.	The institution appears to recruit st	udents who have a pot	ential or desire the educ	cation provided.	
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	1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*	
	Comments:				
C.	The students appear to have an ho	nest impression of the  +++  2. Superior	3. Satisfactory	enroll.  4. Unsatisfactory*	
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<u>C</u> A	Comments:  ATEGORY VI PHYSICAL FACILITI	<u>ES</u>			
A.	The institution has satisfactory train equipment to instruct in the stu	udent's selected area o		s, supplies, or	
	1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*	
	· ·	p		,	
	Comments:				
В.	The classrooms or work stations are enrolled.	e the necessary size t	o accommodate the nun	nber of students	
		+++			
	1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*	
	Comments:				

C.	The premises and conditions under which the students work are sanitary and safe according to modern standards.				
	+++				
	1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*	
	Comments: .				
	ATEGORY VII COURSE ORGANIZ  The instruction materials are comp		nd well organized		
Λ.	The instruction materials are comp	renensive, accurate a	nd well organized.		
	<del></del>	+++			
	1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*	
	Comments:				
B.	The instructional material is geared of the students enrolled.	l at a level of understa	anding which adheres to	the educational level	
	+++ 1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*	
	· ·	2. Caponor	o. Calibration	n onodioración	
	Comments:				
	The resident training is reasonably ultimately hopes to gain.	well developed to act	ually train the student for	r the job he seeks or	
	+++ 1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*	
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	Comments:				
В.	Student records adequately reflect	the student's progres	s during his period of en	rollment.	
	1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*	
	· ·	•	•	·	
	Comments: .				
C.	The student records adequately reinstitution.	flect the student's plac	cement after his/her train	ing with the	
	+++				
	1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*	
	Comments:				

D. Cha	aracterize your impression of th	ne institution.		
	+++ 1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
	Comments:			
E. The	majority of the students appear institution.	ar to be satisfied with the	he education they have re	eceived from the
	+++ 1. Outstanding	2. Superior	2. Catisfastani	4
	1. Outstanding	z. Superior	3. Satisfactory	4. Unsatisfactory*
	Comments:			
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1 No 9	Status – If, after a review of the		institution should receive	
	on and the formal team evaluate			
severe	deficiencies that in the opinion	of the Commission ar	e deemed to not meet the	)
	m standards required for opera			n the
	ing institution should be award ing institution should be recom			
pennon	ing institution should be recom	imended for revocation	l.	
2. Can	didate If, after a review of th	ne forms and materials	submitted by the petition	ing
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	ncies that in the opinion of the ( ial of the right to do business, t			cause
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	d to still possess certain deficie itation or candidate status, but			
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	/ Accredited – If, after a review			
	tion the institution has corrected			
or Accr	edited with Recommendations	status, then it shall be	e granted "Fully Accredited	o" status.

If status Is 1, 2, or 3, list your specific reasons or recommendations below. Please add any explanatory notes to your recommendation. Use additional page(s) if necessary.

# Team Member's background, as related to evaluation participation, is as follows:

Please describe appropriate background experience and credentials.

LARRY TAYLOR HAS BEEN EMPLOYED BY BALES AUTO MALL FOR 9 YEARS. AUTO MECHANIC AND MAINTENANCE